RULES

FOR THE

BENGAL SECRETARIAT
LIBRARY.

MANAGEMENT OF THE BENGAL SECRETARIAT BOOK DEPÔT.

CALCUTTA:

PRINTED AT THE BENGAL SECRETARIAT PRESS.

1894.

PAGE 1.

In Rule 3, substitute the words "Durwan of the Bengal Secretariat" for "Senior Durwan of the Press."

PAGE 1.

Add the following as Rule 2A:—

"Registrar or Under-Secretary might inspect the Book Depôt and its day books and registers once a month."

PAGE 1.

Add the following to Rule 2 at the end:—

"And for all books issued from it. He is authorized to frank with his own signature (written or impressed) all covers intended for transmission by post."

PAGE 1.

In Rule 1, substitute the words "Financial Department" for "Superintendent, Government Printing, Bengal."

PAGE 1.

Substitute the following for Rule 5 of the Rules:—

"Replies to references in cases of a routine nature sent from the several Departments of the Bengal Secretariat as also to letters relating to the ordinary business of the Book Depôt are issued under the signature of the Officer in charge, but all important letters must be issued under the signature of the Under-Secretary in the Financial Department."

Rules for the management of the Bengal Secretariat Book Depot.

THE Book Depôt is in charge of an officer who is under the supervision of the Superintendent of Government Printing in Bengal.

Control of the Book Depot.

2. The officer in charge is directly responsible for the loss of books from the Depôt.

Responsibility for loss of books.

3. The Book Depôt is open from 10-30 A.M. till 5 P.M., when it is closed, and the key made over to the senior durwan of the Press, who is forbidden to deliver it to any one but the officer in charge or his senior assistant.

Hours of business.

4. A register of all books, reports, and other papers received for distribution or for sale is kept up in form A, except in the case of Annual Reports of which there are standing distribution lists. If orders for distribution are not received with the books, the officer in charge must see that orders for distribution are asked for at once in form B. No book intended for distribution should be kept in hand for more than a day after the order for distribution is received.

Procedure on receipt of books in the Depot.

5. Replies to references in ordinary cases are issued under the signature of the officer in charge, but all important cases must go through the Superintendent.

6. Books supplied on the public service are issued on the requisition of heads of departments made in slip form C., and also on official orders,

Books issued on the public service.

in which case the slips are filled in by the assistant who attends to them. These slips, which form vouchers for the issues of books from the Book Depôt, are filed daily in skeleton files, numbered consecutively and posted into the stock book once a week. The stock book is closed on the 31st March of each year, and is laid before the auditors at the time of audit together with the file of vouchers.

Stamping of books.

All books issued on the public service from the depôt are stamped with the seal "Forwarded by order of the Lieutenant-Governor of Bengal."

Books sold to the public.

7. Books for sale are issued on receipt of cash memos. from the Accountant and Treasurer, Bengal Secretariat, in form D. The Accountant receives money up to 3 P.M. No person in the office of the Central Book Depôt is to receive payment or deal with cash in any way whatever.

Stock Ledger. Entries and closing, verification of stock.

8. A stock ledger is maintained in forms E, F and G for the different classes of publications which are received in and issued from the Book Depôt, the balance being struck on the 31st March of each year. The entries in the ledger, as also the balance, are checked by the Local Auditors and compared with the certified stock taken on the 31st March by an officer deputed from the Secretariat Office, and the result of the audit is incorporated in the Report of the Accountant-General to Government on the audit of the Press accounts.

Board kept up showing progress in distributing annual reports.

9. To prevent delay in the issue of annual Reports and Resolutions, a board is kept up in the Book Depôt in the following form:—

PAGE 2.

Add the following as Rule 7B:—

All packets sent by post, in compliance with orders exceeding Rs. 20 in value, should be registered.

PAGE 2.

Add the following as Rule 8A:—

"Annual statements showing receipts and charges on account of the Indian Law Reports and also stock accounts should be passed on to the auditors under the signature of the Under-Secretary in the Financial Department."

PAGE 2.

Add the following as Rule 7A:—

"Bills for cooly-hire, &c., up to Rs. 5 may be passed by the Accountant and Treasurer, Bengal Secretariat, on the signature of the Officer in charge of the Book Depôt."

Table showing the progress in distribution of Reports and Resolutions.

Department from which the Report is issued.	Name of Report.	Number of copies to be printed.	Date of receipt in Press.		Date of Completion.		Date of binding.	Date of despatch to Secretary of State.	Date of completion of distribution.	Remarks.
			Reports.	Resolutions.	Reports.	Resolutions				
1	2	3	4	5	6	7	8	9	10	11

Columns 4 to 7 are filled in by the Overseers of the Printing Department, the remaining columns being filled in by the despatcher in the Book Depôt.

Two early copies of Annual Reports for Secretary of State and how the remaining copies should be despatched.

10. Two copies of all Annual Reports are sent to the Secretary of State by book post as soon as printed. One copy of every Report is addressed to the Secretary, India Office, in the Revenue and Statistics Department, with slips to show that the resolution will follow. The other copy is sent to the Department concerned.* The resolution when printed is sent in the same way.† The Department issuing the Report is informed of the dates of despatch in each case by a memo. in Form H. Spare copies of Annual Reports are packed in boxes and sent to the Secretary of State through the Agent for Government Consignments. In packing the reports the following rule is observed:—

* *In the case of Revenue Department Reports both copies are sent to the Revenue and Statistics Department.*

† *In the case of Financial and Municipal Department Reports, an additional copy of the Report is sent with the Resolution.*

"A packet of nine copies of these publications is made and addressed to the Secretary, Statistics and Commerce Department (Record Branch), India Office. These nine copies are required for the British Museum and the several libraries, as well as for the Record Department, India Office, as noted in the margin. The remainder of the books for the Secretary of State must be forwarded to him as usual, but these books should be sent in the same consignment as the nine copies for the several libraries mentioned above. On the departure of the vessel the Agent for Government Consignments informs the Superintendent of Government Printing of the name of the vessel in which the books are sent and the date of its

1 copy British Museum.
1 copy University Library, Cambridge.
1 copy Advocates' Library, Edinburgh.
1 copy Trinity College, Dublin.
1 copy Royal Asiatic Society.
4 copies Record Department, India Office.

Add the following as Rule 9A :—

The complete records of the Book Depôt should be kept for three years, an index being made of all cases which are of special importance. At the end of each year the important papers should be kept separate for preservation, and the remaining papers which are more than three years old should be destroyed.

leaving the port. On receipt of this information the Financial Department is communicated with, and advice giving particulars of the published price of each book is sent by that Department."

No books should be sent to individuals and public bodies in Europe, except through the medium of the India Office, London.

11. The orders of the Secretary of State dated the 15th December 1887 prohibit the transmission of official publications to individuals and public bodies in Europe, except through the medium of the India Office, London, but books intended for Japan, the Australian Colonies and countries in that quarter of the globe should be sent direct to the addressees. The following orders of the Government of India should also be observed in respect of official publications intended for distribution in England and abroad:—

I.—Publications which can be sent by book post should be forwarded direct to the addressees and not through the India Office, unless any material saving in expense is secured by sending them in a box packet to London for distribution.

II.—No publication should be forwarded direct to any addressee in such a manner that it may reach its destination before a copy has been received in the India office.

III.—In all cases in which the method of direct distribution is adopted, a list of the persons and institutions so supplied should be forwarded promptly to the Secretary of State.

Return of Reports to Revenue Department.

12. Under the orders of the Revenue Department, a Return of Reports, other than Annual Reports belonging to that Department printed at the Secretariat Press or received under their orders, is submitted on the first day of each month to the Secretary in the Department.

13. A list of official publications, other than confidential, issued from the Bengal Secretariat Press in form I is submitted quarterly to the Financial Department.

Return of Reports to be submitted to the General Department.

14. A return of Government publications in the hands of Government officers for sale is called for annually in form J. A register is written up from these returns, and is laid before the Auditors with the returns at the time of audit.

Register of Government publications in the hands of Government Officers for sale.

15. All new Reports printed for sale are advertised once a month in the *Calcutta Gazette.* Spare copies of the list of books for sale are supplied to the public on application.

16. A list of any Reports submitted by this Government to the India Office for transmission to Kew is submitted to the Revenue Department annually by the first week of February.

Return of Reports sent to the India Office for Kew.

17. When the space available in the Book Depôt is overcrowded, a list of the books in stock will be made out, classified according to subjects and will be submitted to the Secretary to Government in the Financial Department for orders. When dealing with this subject the following order of the Secretary in the General Department will be kept in view:—

Destruction of books.

No. 9.—Addenda and Corrigenda to "Supplementary Office Order Book."

95. No spare copies of reports or other works published at the instance of the authors and kept in the Secretariat Press are to be destroyed or sold as waste paper without the orders of the Secretary in the General Department. On receipt of such proposals, a communication is to be made in each case from the General Department to the author, with an intimation that (so many) spare copies of his work

are in the Secretariat Press, and that it is open to him within a certain time (to be specified) to purchase the whole or any number of the spare copies at the rate of Rs. per maund (to be fixed in each case by previous reference to the Superintendent of the Press). This communication should be made by registered letter.

C. E. BUCKLAND,
Secy. to Govt. of Bengal.

CALCUTTA, GENERAL DEPT.,
The 26th March 1894.

Indian Law Reports.

18. Only the Calcutta Series of the Indian Law Reports is published by the Secretariat Book Depôt, the other series, viz., Madras, Bombay and Allahabad, being printed and issued by the Government presses of those provinces. The Bengal Secretariat Book Depôt is, however, the central source of supply of the complete series for all years, and for this purpose the publisher of each series forwards to Calcutta a sufficient number of his reports for sale. In order that the number printed of each series may not fall short of actual requirements, the publisher of the Calcutta Series sends to the publishers of the Madras, Bombay and Allahabad Series about the middle of December of each year an estimate of the number of copies required for the complete and local series for the ensuing year. The names of subscribers for the complete series are registered at Calcutta, Madras, Bombay and Allahabad, the publisher of each series sending to the other publishers 15 copies of the list of subscribers registered by him for the supply of other series. The publisher of any particular series can register subscribers for that series only. At Calcutta the subscriptions, as also all moneys received for books sold, are received by the Accountant and Treasurer, Bengal Secretariat, who sends instructions to the Book Depôt for the

supply of the books paid for. All books required on the public service are issued under orders of the Judicial Department. The following books are maintained :—

1. Day-book of cash sales.
2. Ditto of free issues.
3. Register of subscribers.
4. Ditto of free list.
5. Stock-ledger in two parts—current and past.

The following statements are also prepared:—

1. Statements of receipts and charges.
2. Stock account of Indian Law Reports.
3. Statement comparing book balance with actual stock on the last day of the year.

Intimation is sent to the Judicial Department every month of the number of copies of the Calcutta Series printed and of the dates of commencement and completion of distribution of the monthly issues.

19. The *Calcutta*, *Bengali*, and *Bihar Gazettes* and Daily Weather Reports are issued to officers free of charge and to the public on payment. The distribution of free copies is made under the orders of the Financial Department. Copies sold or subscribed for are supplied on cash orders signed by the Accountant, who receives payment in advance. The *Calcutta Gazette* consists of eight parts, with an appendix and a supplement. Parts IA, V, and VI are reprinted from the *Gazette of India*, the last two parts being printed at the Government of India Press and sent to the Bengal Secretariat Press for publication with the *Calcutta Gazette*. For this reason officers who get the *Gazette of India* are not supplied with these parts. To avoid extravagance in printing, notifications, &c., which only concern Calcutta and its suburbs are excluded from the copies

Gazettes.

of the Gazette sent to the mufassal, such notifications being published only in the Calcutta edition of the Gazette. The accounts of the Gazette are kept in a Distribution Register and a Stock Ledger, and are subject to annual audit. The stock is overhauled every three years, when all spare copies more than three years old are sold as waste paper.

20. The *Police Gazettes* in English, Kaithi, and Bengali respectively are distributed according to a list prepared in the office of the Inspector-General of Police. Copies are issued to subscribers only under instructions from that office.

PAGE 9.

Add the following as Rule 21:—

Any books or reports other than Acts, when required for reference in any Department of the Secretariat, should, when available, be obtained from the Secretariat Library in accordance with the library rules, on a requisition signed by the Head Assistant of the Department.

PAGE 8.

Add the following as Rule 18A:—

Indian Law Reports, when required for reference in any Department of the Secretariat, should be obtained from the Library on a requisition signed by the Head Assistant of the Department. No Indian Law Reports required for the public service should be issued from the Book Depôt without the orders of the Judicial Department.

FORMS.

Form A.

Register of publications received in the Press.

Date.	From whom received.	Name of publication.	Number of copies.	Head Assistant's initials.	Order for distribution asked for on	Order for distribution received on	Date when distribution is completed.	Posted in ledger folio.	Remarks.
1	2	3	4	5	6	7	8	9	10

FORM B.

To

_____ DEPARTMENT.

THE following report has been received for distribution. Orders are solicited as to whom it should be issued.

Name of Report _____

_____

_____

No. of copies _____

Last year's distribution was as follows :—

PAGE 13, FORM B.

Substitute the words "Officer in charge, Book Depôt" for "Superintendent."

FORM C.

_____ DEPARTMENT.

Memorandum for Publishing Department,

Bengal Secretariat Press.

PLEASE supply the undermentioned publications:—

No. of copies.	Title of Book.

Name of indenting officer _____

Date _____

Required for _____

_____

_____

Head Assistant.

Deliver.

Superintendent.

No. _____ Page _____ of Register.

Delivered to _____

chaprasi.

Despatcher.

FORM D.

WRITERS' BUILDINGS,

Calcutta, _____ 189

MISCELLANEOUS PUBLICATIONS—CASH SALE.

Memorandum for Despatcher,

Bengal Secretariat Press.

No.

PLEASE supply to _____ _____ _____ _____ _

_____ cop ____ of the _____

The price, Rs. _____ , has been received.

PAGE 14, FORM C.

Substitute the words "Officer in charge, Book Depôt," for "Superintendent."

Accountant and Treasurer, Bengal Secretariat.

Form E.

STOCK LEDGER—MISCELLANEOUS PUBLICATIONS.

Receipts.		Issues.					Price Postage
Date of receipt.	Number of copies.	Date of issue.	Voucher number.	Number of copies			Remarks.
				Distributed gratis.	Sold.		
					Credit.	Cash.	
1	2	3	4	5	6	7	8

Form F.

STOCK LEDGER—INDIAN LAW REPORTS.

_____ *Series.*

RECEIPTS.			ISSUES.					
Date.	Particulars of receipts from printing office and other sources.	Number of copies.	Date.	Particulars of issue.	Number of copies.			Remarks.
					Distributed gratis.	*Sold.*		
						Credit.	Cash.	
1	2	3	4	5	6	7	8	9

FORM G.

Distribution Ledger of the _____ *Gazette.*

Date of issue.	Voucher number.	Date of Gazette.	Number of copies				Monthly total.	Progressive total.	Remarks.
			Sold.		Back numbers to subscribers.	Free.			
			Credit.	Cash.					
1	2	3	4	5	6	7	8	9	10

PAGE 19, FORM H.

Substitute the words "Officer in charge, Book Depôt," for "Superintendent."

FORM H.

Memo. No.

To

THE UNDER-SECY. TO THE GOVT. OF BENGAL,

_____ DEPARTMENT.

Calcutta, _____ 189 .

WITH reference to the orders of Government contained in the _____ Department's letter No. _____, dated the _____, regarding the supply of Annual Reports and Resolutions to the India Office, London, by book post as soon as printed, the undersigned begs to report that two copies of the publication named below have this day been despatched to the India Office.

Superintendent.

NAME OF PUBLICATION _____

_____

_____

_____

Form I.

List of official publications (other than Confidential) issued from the Bengal Secretariat Press during the quarter ending 189 , *which are exempted from registration.*

Title of publication and contents of title-page.	Language.	Name of author, translator, or editor.	Subject.	Place of printing and publication.	Printer.	Date of issue from Press and date of publication.	Number of sheets, leaves, or pages.	Size.	Number of edition.	Number of copies of which the edition consists.	Whether printed or lithographed.	Price fixed for sale.
1	2	3	4	5	6	7	8	9	10	11	12	13

Form J.

Return of Government publications in the hands of *for sale from 1st April* 189 *to* 31*st March* 189 .

Name of the publication.	Price per copy.			No of copies in hand as per last statement.	No. of copies received this year.	From whom received.	Date of receipt.	Number and date of the letter with which received.	Total to be accounted for.	Number of copies issued free during the year.	Number of copies sold.	If disposed of in any other way.	Total disposed of.	Balance in hand on 31st March 189 .	Remarks.
1	2			3	4	5	6	7	8	9	10	11	12	13	14
	Rs.	A.	P.												

E. J. H.—Reg. No. 1475J—300—15-8-94.